

## Notice to establish a reserve list for recruitment of Junior Aviation Professionals (AD 5) (F/M)

Vacancy notice REF.: EASA/AD/2016/002	
<b>Date of publication:</b> 29/03/2016	<b>Deadline for applications:</b> 10/05/2016 at 23:55 hrs CET (Cologne time)
<b>Type of contract:</b> Temporary Agent <b>Function group and grade:</b> AD 5 <sup>1</sup> <b>Job family:</b> Deliver <b>Job type:</b> Junior Professional <b>Number of vacant posts to be filled:</b> Establishment of a reserve list of approximately 25 successful candidates	<b>Place of employment:</b> Cologne, Germany
<b>Duration of contract:</b> 5 years, with the possibility of extension <sup>2</sup>	<b>Monthly basic salary:</b> 4.489,61 EUR at step 1, plus specific allowances where applicable.
<b>Reserve list valid until:</b> 31/12/2018	

### About EASA

The European Aviation Safety Agency (EASA) is an Agency of the European Union serving the interests of the European citizens in the field of civilian aviation safety. EASA plays a key role in the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe. The Agency is based in Cologne, Germany and has representations in Beijing, Montreal and Washington, as well as a permanent office in Brussels. EASA employs more than 800 professionals from across Europe. For more information about the Agency please consult our [website](#).

### The Junior Qualification Programme

Our [Junior Qualification Programme](#)<sup>3</sup> (JQP) is a new recruitment initiative aimed at bringing in latest academic knowledge to the Agency while giving you an opportunity to check-in for a career in the fascinating world of aviation. It is targeted at high-potential recent graduates and junior professionals with a Bachelor's degree or higher in a discipline related to our core activities: Aircraft Certification and Organisation Approvals, Standardisation activities, development of regulatory matters and Safety Analysis.

If successful in the competition, the JQP will offer you the unique opportunity to:

- Learn and work with experienced and highly qualified aviation experts in a comprehensive on-the-job training
- Get involved in interesting and rewarding aviation safety projects
- Enlarge your network and maximise your professional development

<sup>1</sup> AD 5 is the grade at which most graduates and junior professionals begin their careers in the European institutions and EU Agencies.

<sup>2</sup> For further details please consult *Working for us* on the Agency's recruitment website: <http://www.easa.europa.eu/the-agency/recruitment>

<sup>3</sup> <https://www.easa.europa.eu/the-agency/careers/junior-qualification-programme-jqp>

- Experience a multinational work environment

The qualification phase lasts approximately 2 years and will include consecutive assignments in different business areas aiming to give a comprehensive insight in the EU aviation system accompanied with:

- 1:1 Mentoring by highly experienced professionals
- Cross-functional project work
- Various learning opportunities to advance personal competencies and technical knowledge (e.g. general and technical in-house trainings, on-the-job trainings with our stakeholders in industry and authorities, courses at renowned trainings institutes and Universities)
- Regular performance feedback

## Your responsibilities

You are applying for the programme as a whole and not for a specific position. As Junior Aviation Professional you will pursue two intensive programme phases which will prepare you for your future assignments in the Agency:

The **Orientation/Generalisation phase** with consecutive placements in our Strategy and Safety Management, Certification and Flight Standards Directorates. You will shadow the work of experienced experts to get a sound overall understanding of our core activities. At the end of this phase you will have acquired general knowledge about the aviation safety system, important processes, tools and techniques used in the daily work of our experts.

During the **specialisation phase** you will transfer and apply acquired know-how in the context of concrete projects. Complexity of tasks, as well as your autonomy, will gradually increase, yet you continue to be mentored and you will have regular performance check-ups. In line with the prevailing organisational needs of the Agency, you will specialise during this phase towards your target position. Usually, this phase would include on-the-job training with our external stakeholders.

Throughout, and after completion of the programme you will be typically involved in a range of tasks as outlined below:

- Contribute to projects in the assigned areas / domain of competence:
  - Drafting of aviation safety rules and supporting their implementation
  - Certification of products and approval of organisations in fields where EASA has exclusive competence (e.g. airworthiness)
  - Organisations Approvals and Standardisation activities in fields where EASA has shared competence (e.g. Air Operations, Air Traffic Management)
  - Promotion of European and worldwide standards to ensure highest level of safety (e.g. Safety Analysis, Occurrence Reporting)
- Contribute to research activities related to the assigned domain
- Participate in policy and planning activities

## Admission criteria

Your application must meet the following eligibility criteria:



- At least a level of education which corresponds to university studies when the normal period of university education is three years
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of the duties
- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland and entitled to the full rights as a citizen
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned<sup>4</sup>
- Be physically fit to perform the duties linked to the post<sup>5</sup>

**If you meet the eligibility criteria, your application will be assessed against the following job specific criteria:**

- University degree in at least one of the following disciplines with diploma awarded in or after 2013 and at the latest by 31 July 2016<sup>6</sup>:
  - Aviation engineering (aeronautical, aerospace, avionics, air traffic, transport)
  - Engineering or Applied Science (electrical, electronics, mechanical, systems, computer, cybersecurity, data science, mathematics, physics, statistics)
  - Aviation or Airport management
  - Aviation law
- Very good academic track record and/or proven extra-curricular achievements such as:
  - Grades (*indicate your score out of the maximum score*)
  - Scholarship
  - Award
  - Relevant publications
  - Engagement in academic projects, clubs or associations
  - Holding an aviation professional license
  - Others (*provide justification and evidence*)

*Please attach to your application scanned copies evidencing your achievements e.g. Certificates, Diplomas, Diploma supplements etc.*
- Very good command of both written and spoken English

**Non-compliance with any of the above mentioned conditions will result in exclusion of your application from the selection process.**

## Selection criteria

**You may be assessed against the following criteria during the various stages of the competition.**

### **Experience and qualifications:**

- Basic understanding of aviation regulatory frameworks governing national and international aviation activities as demonstrated by training or professional exposure
- Knowledge of basic Project Management principles and techniques as shown by examples
- Knowledge of aviation safety topics as shown by examples (e.g. Airworthiness, Operations, ATM/ANS, Safety Analysis etc.)

<sup>4</sup> Prior to recruitment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record

<sup>5</sup> Prior to recruitment, staff members shall be examined in a medical centre indicated by EASA in order to confirm that the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the EU are met.

<sup>6</sup> Please indicate your expected graduation date in your application form



**Behavioural competencies:**

- Commitment & Motivation: Energy to deliver high performance combined with a strong ambition to develop a career in aviation
- Problem solving & Learning agility: Identify and analyse problems and formulate conclusions based on a variety of data. Able to grasp up new and complex issues quickly and to transfer knowledge to future situations
- Planning & Organising: Able to create structures, set priorities and achieve outputs in given timelines using multi-tasking skills
- Adaptability & Resilience: Flexible towards new and challenging situations and stress resistant, assertive and efficient under demanding circumstances
- Collaboration, Communication & Cross-Cultural Sensitivity: Dedicated to collective outcomes and able to convey information effectively in a multi-cultural working environment

**Selection procedure**

The competition will consist of several steps including screening of all received CVs against the aforementioned admission criteria. Candidates meeting the admission criteria may be invited to undergo a computer-based test and video / phone interviews as part of the pre-selection phase.

Approximately 50, but not more than 60 candidates will be invited for the final selection round which includes a face-to-face interview with the Selection Board, a work related personality questionnaire and a written technical test<sup>7</sup>.

Candidates that will be included in the reserve list will need to have received at least 65% of the maximum points in the final selection round of the competition. Please note that inclusion in the reserve list does not guarantee recruitment.

**How to apply**

You must apply on-line using the [eRecruitment tool](#)<sup>8</sup> ensuring to submit:

1. The completed electronic EASA application form
2. A motivation letter of no more than one page, explaining why you are interested in the role and what your added value would be to the Agency, if selected
3. Scanned copies evidencing all the information provided in your application form, i.e. studies, diplomas, professional experience and linguistic knowledge

**Please note:** The motivation letter (point 2 above) and the scanned copies (point 3 above) must be submitted as one single scanned file. It is not possible to upload multiple files. Failure to submit a complete set of documents might result in exclusion from the competition.

You should provide all original supporting documentation evidencing the information given in the application form on the day of the face-to-face interview.

A very good knowledge of the English language is an essential requirement for participating in the JQP. Applications must therefore be submitted in English. For the same reason, the documents concerning the JQP are only available in English.

<sup>7</sup> This test will be assessed in an anonymous way

<sup>8</sup> <https://erecruitment.easa.europa.eu/default.aspx>



We will do our best to accommodate any **special needs** you may have when taking part in one of our selection procedures. We will check our solution with you before the test date, so that you have time to ask for more information.

For further details on the Agency's recruitment procedure, please consult [Recruitment Procedure](#)<sup>9</sup> and the [eRecruitment User-Guide](#)<sup>10</sup> on the Agency's recruitment website.

### Conditions of employment

- Salaries are exempted from national tax, instead a Community tax at source is paid
- Annual leave entitlement of two days per calendar month plus additional days for grade and in addition an average of 17 EASA holidays per year
- EU Joint Sickness and Insurance Scheme, accident and occupational disease insurance coverage, unemployment and invalidity allowance and insurance
- EU Pension rights accumulated after 10 years of service
- General and applicable technical training opportunities

Depending on the individual family situation and the place of origin, staff members may be in addition entitled to specific allowances (e.g. expatriation, household, dependent child, installation), as applicable.

**Please note:** The Agency may impose, in accordance with the applicable procedures, the obligation to recover trainings costs incurred during the JQP if the staff member resigns before expiry of the initial contract of employment.

For further information on the respective conditions, please consult the link Agency's recruitment website following the link [Working for us](#)<sup>11</sup>.

### Commitment

#### Declaration of commitment to serve public interest independently:

In accordance with Article 11(3) of the Staff Regulations of Officials, and Article 11(1) of the Conditions of Employment of other Servants of the EU (CEOS), before recruiting a staff member "the appointing authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest."

#### Diversity and equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

<sup>9</sup> <http://easa.europa.eu/system/files/dfu/Recruitment%20Procedure.pdf>

<sup>10</sup> [http://easa.europa.eu/recruitment/docs/eRecruitment\\_vacancy\\_application\\_guide.pdf](http://easa.europa.eu/recruitment/docs/eRecruitment_vacancy_application_guide.pdf)

<sup>11</sup> <http://easa.europa.eu/system/files/dfu/Working-for-us.pdf>

## Data protection

Please note that EASA will not return applications to candidates. The personal information EASA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EASA. More information on personal data protection in relation to selection and recruitment can be found on the [EASA website](#)<sup>12</sup>.

<sup>12</sup> <http://www.easa.europa.eu/the-agency/careers-working-for-us/data-protection-information-notice>

